

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - February 4, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
<b>General Support Services</b>					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3042	Department of Information & Technology	Information Technology Project Specialist		11/19/2012	\$ 47,004.00
3044	Department of Information & Technology	Systems Administrator		10/29/2012	\$ 66,415.00
<b>Justice</b>					
3211	Advocate	Advocate	CL	12/24/2012	\$ 40,531.00
3213	Advocate	Advocate	CL	12/24/2012	\$ 40,531.00
3212	Advocate	Investigator		12/24/2012	\$ 20.47
<b>Department of Planning and Economic Development</b>					
3218	Credit and Finance	Economic Development Specialist	<b>NEW</b>	2/4/2013	\$ 19.49
3129	Real Property - Site: San Simon	Maintenance Supervisor		11/19/2012	\$ 47,004.00
<b>Department of Health and Human Services</b>					
3220	Adult Protection Services	Family Preservation Specialist		1/7/2013	\$ 19.49
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
3237	Child Welfare	Billing Technician		1/14/2013	\$ 15.22
3003	Community Health Services	Billing Technician		11/19/2012	\$ 15.22
3167	Senior Services	Case Manager		1/22/2013	\$ 47,004.00
<b>Department of Education</b>					
3229	Administration	Director of Education	<b>NEW</b>	2/4/2013	\$ 69,777.00
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3222	Early Childhood - Site: Sells	Cook Aide		12/31/2012	\$ 8.84
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	\$ 12.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
<b>Department of Natural Resources</b>					
3092	Cultural Center & Museum	Museum Specialist		9/10/2012	\$ 15.22
3185	Cultural Center & Museum	Museum Curator, Collections		1/14/2013	\$ 66,415.00
<b>Department of Water Resources</b>					
3184	Water Resources	Hydrology Technician	CL	12/3/2012	\$ 22.05
3208	Water Resources	Hydrology Technician	CL	12/17/2012	\$ 22.05
<b>Department of Public Safety</b>					
3240	Office of Emergency Management	Emergency Management Administrator	<b>NEW</b>	2/4/2013	\$ 85,017.00
3247	Law Enforcement - Corrections	Maintenance Technician		1/28/2013	\$ 11.89
3021	Law Enforcement	Receptionist		12/24/2012	\$ 10.51

## ATTENTION ALL APPLICANTS!!!

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

## OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**3218**

**JOB ANNOUNCEMENT**

**JOB TITLE: ECONOMIC DEVELOPMENT SPECIALIST**  
**SALARY: \$19.49 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 4, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Planning/Credit and Finance**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, provides economic development expertise and training to the members of the Tohono O'odham Nation (Nation) in the areas of business planning, business grants, or business education.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Business or closely related field and four years work experience in economic development and new business planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



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**3229**

**JOB ANNOUNCEMENT**

**JOB TITLE: DIRECTOR OF EDUCATION**

**SALARY: \$69,777.00, PLUS BENEFITS**

**OPENING DATE: February 4, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Exempt**

**DEPARTMENT: Dept. of Education/Administration**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general direction, accomplishes the Education Department's strategic goals and objectives by assisting in the administrative/fiscal management of the daily operational functions of planning, organizing, directing and coordinating the efficient and effective delivery of direct/indirect services provided by the Tohono O'odham Education Department.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Education, Business Management or closely related field and four years' work experience in an educational management setting, management of government or community-based educational programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervision experience.

**—AND—**

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**JOB ANNOUNCEMENT**

**JOB TITLE: EMERGENCY MANAGEMENT ADMINISTRATOR**  
**SALARY: \$85,017.00, PLUS BENEFITS**

**OPENING DATE: February 4, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Exempt**

**DEPARTMENT: Dept. of Public Safety/Office of Emergency Management** **JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general direction, coordinates the emergency management and disaster preparedness planning and recovery activities for the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Emergency Services or Public Administration or closely related field, and three years progressive work experience in emergency management, public safety training (police, fire, EMS) or a related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must possess certification in Firefighter I & II or commission from Arizona Police Officer Standards & Training (AZ POST) or acquire certification within one year of hire.
- FEMA Emergency Management training certification within six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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